

# Comparisons of Job Characteristics

**Focus Occupation:** [Legal Secretaries \(43-6012\)](#)

**Associated Occupation:** [Law Teachers, Postsecondary \(25-1112\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 50

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Law Teachers, Postsecondary (25-1112)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Law and Government	5.9	24.2	13.8	<<	Extensive education and/or training may be required
English Language	11.2	22.8	16.1	<<	Extensive education and/or training may be required
Education and Training	9.2	18.8	3.3	<<	Extensive education and/or training may be required
Philosophy and Theology	3.2	8.7	1.4	<<	Extensive education and/or training may be required
History and Archeology	2.6	8.4	1.3	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 83

**Focus Occupation:** Legal Secretaries (43-6012)

**Associated Occupation:** Law Teachers, Postsecondary (25-1112)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	18.7	13.0	<<	Extensive development of skills in this area may be required
Speaking	10.8	18.5	10.6	<<	Extensive development of skills in this area may be required
Critical Thinking	10.8	16.4	9.8	<<	Extensive development of skills in this area may be required
Writing	9.2	15.4	12.9	<	A higher skill level may be required
Instructing	7.8	15.1	3.4	<<	Extensive development of skills in this area may be required

Active Listening	11.0	14.6	11.8	<	A higher skill level may be required
Learning Strategies	7.2	14.0	5.4	<<	Extensive development of skills in this area may be required
Active Learning	8.7	13.9	6.9	<<	Extensive development of skills in this area may be required
Monitoring	9.9	12.6	7.6	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 89			
Focus Occupation: Legal Secretaries (43-6012) Associated Occupation: Law Teachers, Postsecondary (25-1112)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Expression	12.4	19.9	12.5	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	19.4	13.3	<<	Extensive improvement in abilities may be required
Speech Clarity	10.2	17.9	10.4	<<	Extensive improvement in abilities may be required
Oral Comprehension	12.5	17.8	12.9	<<	Extensive improvement in abilities may be required
Written Expression	9.8	16.6	12.2	<<	Extensive improvement in abilities may be required
Deductive Reasoning	10.6	14.1	9.4	<<	Extensive improvement in abilities may be required
Inductive Reasoning	10.2	14.1	7.9	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 62
<b>Focus Occupation: Legal Secretaries (43-6012)</b> <b>Associated Occupation: Law Teachers, Postsecondary (25-1112)</b>		
Work Activities	Exclusivity of Activity	
Understand legal terminology	81	
Use library or online Internet research techniques	21	
Use oral or written communication techniques	1	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

**Focus Occupation: Legal Secretaries (43-6012)**

**Associated Occupation: Law Teachers, Postsecondary (25-1112)**

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.